

## Creating and Managing a MNDES Portal Account



### Create an account

1. Open the MNDES website: <https://mndigitalexhibitsystem.courts.state.mn.us/>.
2. Under Create an account, click **Register**.
3. Type your information in the following fields:
  - a. **First Name** (required)
  - b. **Last Name** (required)
  - c. **Mobile Phone** (optional)
  - d. **Email Address** (required)
  - e. **Confirm Email Address** (required)
4. Click the dropdown and **select the counties** you will be submitting exhibits to.
5. Click the checkbox next to **I'm not a robot** and complete the verification task.
6. Click **Register**.
7. You will receive a confirmation screen directing you to check you email.
8. From the email received, click the link to finish your account signup.

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### Finish account signup

1. After clicking the link you received via email, type a **Password**.
2. Type your password again in the **Confirm Password** field.

**i** The email you entered is not editable. As you type a password, the Password Requirements boxes will turn green when criteria is met.

3. Click **Finish Signup**.

### Login to existing account

1. Open the MNDES website: <https://mndigitalexhibitsystem.courts.state.mn.us/>.
2. Under Already have an account?, click **Login**.
3. Click **Continue with Email**.
4. Type your **Email**.
5. Type your **Password**.
6. Click **Login**.

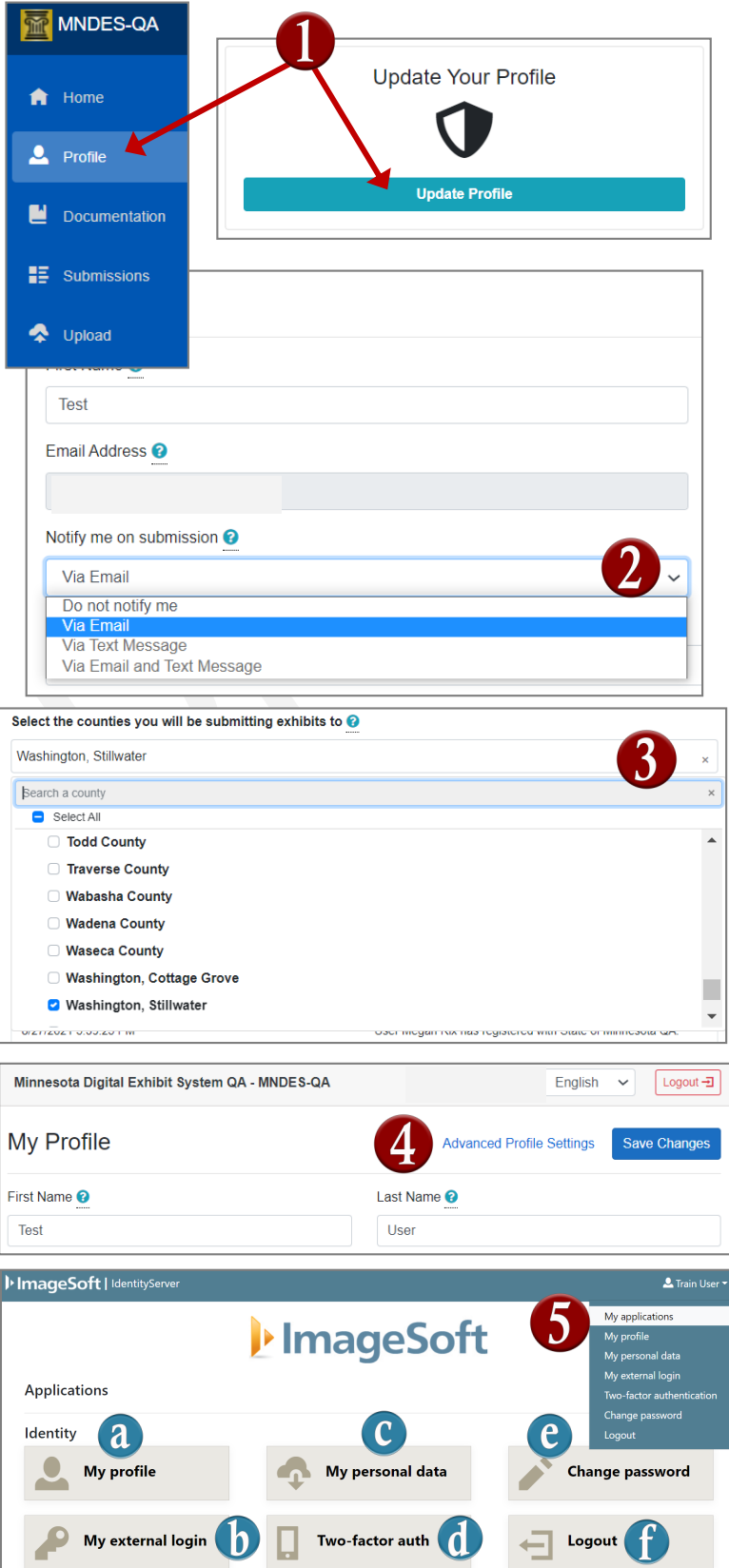
**i** Refer to the [Manage your MNDES account](#) section in this QRG for Instructions to login with an existing Microsoft or Google account.

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### Manage your portal account

1. In the left-hand navigation pane, click **Profile** or click **Update Profile** from the Home screen.
2. Click the **Notify me on submission** dropdown and select the preferred method to receive the status of a submission.
3. Click the counties dropdown to select the counties for which you will be submitting exhibits.
4. From the My Profile screen, click **Advanced Profile Settings** to change the following:
  - a. Click **My profile** to change your user name.
  - b. Click **My external login** to set up your login using an existing Microsoft or Google account.
  - c. Click **My personal data** to either download and delete information associated with your account, or permanently remove your account.
  - d. Click **Two factor authentication** to add account security, requiring a verification code sent to your mobile phone or computer after entering your username and password.
  - e. Click **Change Password** to update your MNDES password.
  - f. Click **Logout** to log out of MNDES.
5. From the user name dropdown, click **My applications** to return to the menu screen from any of the above profile options.

**i** Adding an external login removes your local password that you previously logged in with and you must choose the appropriate provider during the login. Two-factor authentication will also be disabled.



The screenshots illustrate the steps for managing a portal account:

- Step 1:** The left-hand navigation pane shows the **Profile** option selected. The main content area shows the **Update Your Profile** screen with an **Update Profile** button.
- Step 2:** The **Notify me on submission** dropdown menu is open, showing options: **Via Email** (selected), **Do not notify me**, **Via Text Message**, and **Via Email and Text Message**.
- Step 3:** The **Select the counties you will be submitting exhibits to** dropdown menu is open, showing a list of counties with **Washington, Stillwater** selected.
- Step 4:** The **My Profile** screen is shown with the **Advanced Profile Settings** button highlighted. Below it are input fields for **First Name** (containing 'Test') and **Last Name** (containing 'User').
- Step 5:** The **ImageSoft IdentityServer** dashboard is shown. A dropdown menu is open from the user name, listing options: **My applications**, **My profile**, **My personal data**, **My external login**, **Two-factor authentication**, **Change password**, and **Logout**. Below the menu are buttons for **My profile**, **My personal data**, **Change password**, **My external login**, **Two-factor auth**, and **Logout**.

## Creating and Managing a MNDES Portal Account



### Viewing my activity

1. View a list of timestamped (date and time) activities you have performed within the portal. This list cannot be modified or deleted. The portal tracks the following activities:

- Logging in
- Searching for exhibits
- Uploading exhibits
- Downloading data
- Viewing exhibit details
- Requesting exhibit deletion
- Modifying exhibit details

2. Export the activities list to Excel or PDF.

My Activity	
Excel Export  PDF Export <input type="text" value="Search"/>	
Timestamp	Description
9/16/2021 4:02:46 PM	User Test User has updated their profile